Electronic Thesis & Dissertation Guidebook

Prepared for students by the
UNIVERSITY OF SOUTH FLORIDA

Office of Graduate Studies

Updated June 6, 2014
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Chapter One: Understanding the ETD Process

Preparing a thesis or dissertation can be a very daunting task. The process is so involved that formatting the final document may be the last thing on your mind. If you read this guide and keep it handy as you start writing, you can meet our requirements as you create your thesis/dissertation, so that what you present to your committee is as close to the finished product as possible – at least in terms of formatting.

You also need to ensure you meet all the required deadlines and submit the proper forms so we can process and approve your Electronic Thesis/Dissertation (ETD) in time for graduation. Both this guide and the ETD Resource Center website from the Office of Graduate Studies (OGS) will be invaluable as you write, defend, and submit your ETD for approval.

It used to be that we only reviewed paper copies. That is no longer the case – we don’t accept paper copies. The final published version of the ETD is the PDF version of the manuscript. We currently review roughly 100-130 dissertations and 70-100 theses per semester… so don’t be the last one in line!
# Chapter Two: Deadlines

Deadlines change every year, so be sure to check the ETD Resource Center website for current dates (http://www.grad.usf.edu/ETD-res-main.php).

<table>
<thead>
<tr>
<th>Timeframe to Complete Required ETD Workshop</th>
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<th>Summer</th>
</tr>
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- Complete ETD Registration
- Submit Final Committee-Approved Thesis in PDF to ProQuest
- Submit Certificate of Approval, & 1st Page of Plagiarism Check Summary to the Office of Graduate Studies (ALN 226)

| Deadline to Submit Dissertation for Review | Week 14 | Week 9 |

- Complete ETD Registration
- Submit Final Committee-Approved Dissertation in PDF to ProQuest
- Submit Certificate of Approval, 1st Page of Plagiarism Check Summary, & NORC Survey to Office of Graduate Studies (ALN 226)

| Deadline to Achieve Final Clearance of the ETD | Week 16 (4 days prior to commencement) | Week 13 (4 days prior to commencement) |
| Commencement                                   | Week 16                                  | Week 13                              |

- The final committee approved thesis/dissertation and all required forms and surveys must be submitted by the listed deadline. Students that miss the deadline will not be approved to graduate, and will need to wait until the next semester.
- Students that meet the final submission deadline but must complete the required revisions specified by the Office of Graduate Studies, resubmit the ETD and receive approval by the final clearance deadline. The final clearance deadline is not the last day to submit, but the last day by which the revised ETD can be approved by the Office of Graduate Studies.

**Why is it Essential to Meet the Deadlines?**

If you don’t meet the deadlines, we will not be able to review your ETD that semester. If the format is out of compliance, the manuscript will be returned to you with notes on what needs to be corrected before we can approve the ETD. This delays the process and may impact graduation, especially when the Office of Graduate Studies has to review and return multiple times for revisions. This also impacts our ability to review documents from other students in a timely manner.
# Chapter Three: Process Checklists

The following checklists show the tasks you must complete before we are able to approve your ETD. More information on specific steps can be found in Chapter Four: Responsibilities.

## Master’s Thesis Process Checklist

### Preparing for Your Final Semester

- **ETD Workshop** | Attend an in-person ETD Workshop or, if unable to attend, complete the ETD Online Workshop and review the ETD Resource Center Website the semester prior to graduation.

- **Course Registration** | Register for at least 2 credit hours of thesis (6971) in the semester of graduation.

### Beginning Your Final Semester

- **Application for Graduation (OASIS)** | Submit the Online Graduate Degree Graduation Application through OASIS, prior to the end of the 4th week of classes. (Check with your department to see if they have earlier submission deadlines.)

- **Final Defense & Completion of Certificate of Approval** | Successfully defend the thesis and make all requested revisions. Complete the Office of Graduate Studies’ Certificate of Approval, obtaining the necessary signatures from your committee and department.

### Plagiarism Check and Certificate of Approval Submission

- **Complete Plagiarism Check** | Work with your major professor to submit your thesis to a plagiarism check, via Canvas (TurnItIn). Once your professor reviews the results, they should provide you with a copy of the plagiarism summary. You will need to include the first page of the summary results with your Certificate of Approval.

- **Certificate of Approval Packet Submission** | Submit the original completed Certificate of Approval along with the first page of the Plagiarism Summary. These forms must be submitted to the Office of Graduate Studies together.

  **Drop Off Hours and Location**
  - Office of Graduate Studies – ALN 226 | Monday – Friday | 8:00am – 5:00pm

### Upload the Committee-Approved ETD to the USF ProQuest Website

(To be completed ONLINE prior to the final submission deadline in the semester of graduation.)

- **Office of Graduate Studies ETD Online Registration** | Complete the online Office of Graduate Studies ETD Registration just before submitting your thesis manuscript to ProQuest.

- **PDF Conversion of ETD** | Convert the thesis manuscript to PDF and fully review the manuscript for compliance using the formatting checklists found on the Office of Graduate Studies ETD website.
☐ ProQuest Account Creation & Submission of PDF | Create a new account at the USF ProQuest website and upload the thesis in PDF format for review by the USF Office of Graduate Studies ETD Office.

*The submitted PDF must be the final, committee-approved version of the thesis. It will not be reviewed by the Office of Graduate Studies unless all required documents have also been submitted AND the Office of Graduate Studies ETD Registration is completed.

After the ETD Has Been Submitted to ProQuest
☐ Confirmation of ETD Submission | After submitting to ProQuest, the student will receive a confirmation email.

☐ Graduate Studies Review | Review of the ETD will generally require at least 5 business days to review, although ETDs submitted close to or on the deadline may require longer review times.

☐ Revisions Requested | If the Office of Graduate Studies requires modifications to the submitted ETD, the student will receive an email with a link to an annotated PDF. The student must make all of the corrections and resubmit the corrected ETD to ProQuest by the stated Office of Graduate Studies deadlines. (Be sure to click on “Submit Revision” within ProQuest – this lets us know you are ready for your revisions to be annotated!) The Office of Graduate Studies will then re-review the corrected ETD as described above. The review may require an additional 5-7 business days.

☐ ETD Approval | When the Office of Graduate Studies approves the manuscript, the student will receive a final approval email. The process is now complete!

Doctoral Dissertation Process Checklist

Preparing for Your Final Semester
☐ ETD Workshop | Attend an in-person ETD Workshop or, if unable to attend, complete the ETD Online Workshop and review the ETD Resource Center Website the semester prior to graduation.

☐ Course Registration | Register for at least 2 credit hours of dissertation (7980) in the semester of graduation.

Beginning Your Final Semester
☐ Application for Graduation (OASIS) | Submit the Online Graduate Degree Graduation Application through OASIS, prior to the end of the 4th week of classes. (Check with your department to see if they have earlier submission deadlines.)

☐ Final Defense & Completion of Certificate of Approval | Successfully defend the dissertation and make all requested revisions. Complete the Office of Graduate Studies’ Certificate of Approval, obtaining the necessary signatures from your committee and department.

NORC Survey, Plagiarism Check, and Certificate of Approval Submission
☐ NORC Survey of Earned Doctorates | Register and complete the online NORC Survey. Print out the approval page and place with your Certificate of Approval.

☐ Complete Plagiarism Check | Work with your major professor to submit your dissertation to a plagiarism check, via Canvas (TurnItIn). You will need to include the first page of the summary results with your Certificate of Approval.
☐ Certificate of Approval Packet Submission | Submit the original completed Certificate of Approval along with the first page of the Plagiarism Summary, and the NORC Survey Completion Page. These forms must be submitted to the Office of Graduate Studies together.

Drop Off Hours and Location
Office of Graduate Studies – ALN 226 | Monday – Friday | 8:00am – 5:00pm

Upload the Committee-Approved ETD to the USF ProQuest Website
(to be completed ONLINE prior to the final submission deadline in the semester of graduation.)

☐ Office of Graduate Studies ETD Online Registration | Complete the online Office of Graduate Studies ETD Registration just before submitting your dissertation manuscript to ProQuest.

☐ PDF Conversion of ETD | Convert the dissertation manuscript to PDF and fully review the manuscript for compliance using the formatting checklists found on the Office of Graduate Studies ETD website.

☐ ProQuest Account Creation & Submission of PDF | Create a new account at the USF ProQuest website and upload the dissertation in PDF format for review by the USF Office of Graduate Studies ETD Office.

* The submitted PDF must be the final, committee-approved version of the dissertation. It will not be reviewed by the Office of Graduate Studies unless all required documents have also been submitted AND the Office of Graduate Studies ETD Registration is completed.

After the ETD Has Been Submitted to ProQuest

☐ Confirmation of ETD Submission | After submitting to ProQuest, the student will receive a confirmation email.

☐ Graduate Studies Review | Review of the ETD will generally require at least 5 business days to review, although ETDs submitted close to or on the deadline may require longer review times.

☐ Revisions Requested | If the Office of Graduate Studies requires modifications to the submitted ETD, the student will receive an email with a link to an annotated PDF. The student must make all of the corrections and resubmit the corrected ETD to ProQuest by the stated Office of Graduate Studies deadlines. (Be sure to click on “Submit Revision” within ProQuest – this lets us know you are ready for your revisions to be annotated!) The Office of Graduate Studies will then re-review the corrected ETD as described above. The review may require an additional 5–7 business days.

☐ ETD Approval | When the Office of Graduate Studies approves the manuscript, the student will receive a final approval email. The process is now complete!
Chapter Four: Responsibilities

ETD Workshop

To help you navigate the ETD process, we have created a workshop that provides critical information, including:

- an overview of the process;
- a review of submission deadlines and requirements;
- student and faculty responsibilities;
- use of Microsoft Word;
- formatting requirements for the manuscript;
- time management tips; and
- resources to assist you in the preparation and completion of the ETD.

All thesis master’s and doctoral students are required to attend an in-person ETD Workshop (or the online option described below) during the semester prior to graduation – so that you have the information before writing/editing the majority of your thesis/dissertation.


ETD Workshop – Online Option

Students who are not on campus (distance students) or cannot make the in-person workshop must review the “Understanding the ETD Process” Tutorial as well as review the various parts of the ETD Resource Center website – particularly the Formatting Requirements section and the Master’s/Doctoral ETD Submission Process and Checklist.

Please note – if you do not review this carefully and your ETD requires a lot of comments/changes, you will be charged an additional fee for the document not meeting formatting requirements. Reviewing this now and as you are formatting will save you time and money in the long run!

ETD Online Workshop – To Do

1. Watch the Understanding the ETD Process – Video.
2. Review Understanding the ETD Process – Slideshow for the most current presentation.
3. Review the entire ETD Resource Center Website (and/or this guidebook, for everything but the deadlines and workshop/help session dates), paying close attention to:
   a. Deadlines
   b. Requirements – Registration, Submission, and Fees
   c. Information – Previously Published Materials, Copyright & IRB Approvals
   d. Plagiarism Check
   e. Process Checklists
4. Email etd@grad.usf.edu to inform us that you have completed the ETD Online Workshop.

ETD Help Sessions

Each semester, the Office of Graduate Studies hosts **ETD 1-on-1 Help Sessions** to assist students with the preparation of their final manuscript and to answer student questions regarding all aspects of the ETD process. The sessions are run by the Office of Graduate Studies editorial team and are designed to provide one-on-one help to students in a non-stressful atmosphere. Students are assisted on an individualized basis; no appointments are necessary. Students should bring a laptop, thumb drive (there will be a limited number of computers available) and/or printed copies of the manuscript for review as printing will not be available at the Help Sessions. *It is highly recommended that students thoroughly review the contents of the ETD Resource Center--specifically the ETD formatting tutorials--prior to attending an ETD Help Session.*


Registrations

**Application to Graduate**
Submit the Online Graduate Degree Graduation Application through OASIS, prior to the end of the 4th week of classes. You will also complete a Graduate Exit Survey as part of the Graduation Application. This replaces the old Graduate Studies Exit Survey and our office can verify completion in OASIS. (Check with your department to see if they have earlier submission deadlines.)

The Office of the Registrar handles this process, so if you have additional questions about the Graduation Application, they can be reached at 813-974-5924. **You must complete the Application to Graduate in order to graduate/complete your degree.**

**Commencement Registration**
To register for Commencement, or for additional information on Commencement, please visit [http://usfweb2.usf.edu/commencement/](http://usfweb2.usf.edu/commencement/). **You must register for Commencement in order to participate.**

**Office of Graduate Studies ETD Process Online Registration**
ETD Registration is vital as we need to gather important data prior to graduation/commencement. Please be sure to register by the ETD Deadlines, to ensure we have everything we need. To register, visit: [https://www.grad.usf.edu/etd/registration_step1.php](https://www.grad.usf.edu/etd/registration_step1.php).

**Certificate of Approval**
One of the most important documents in the ETD process, the Certificate of Approval, confirms that your committee and department have approved your thesis or dissertation. It also ensures that the Major Professor has run the ETD through a plagiarism check – see below for additional details.

Students need to submit the most updated form, so please visit: [http://www.grad.usf.edu/ETD-res-main.php](http://www.grad.usf.edu/ETD-res-main.php) to download a copy. It can be found under the Registration Quick Links section.
Plagiarism Check – for Major Professors

Unfortunately, there is a growing body of evidence that suggests scholarly works, including theses and dissertations, are not immune to various types of plagiarism. These documents are becoming increasingly accessible with the move towards Electronic Theses and Dissertations and their publication through portals, such as USF's Scholar Commons; to the best of our ability, it is critical to ensure that these documents are plagiarism-free, as evidence of this would severely damage students', advisors', and the institution's reputation. Therefore, as of Spring 2013, the Office of Graduate Studies has instituted a requirement that theses and dissertation be analyzed using plagiarism-detection software.

This can easily be done using TurnItIn in Canvas using the same method for checking students' assignments in other courses.

**TurnItIn File Requirements**
For TurnItIn to properly process the document, files must be:

- File Size Limit: 20 mb
- Document Type: .doc, .pdf, .rtf, or .txt

Currently, Canvas & TurnItIn has been having some issues with .docx and .pdf, so we are suggesting that students submit .doc files with images/figures stripped out to allow for a smaller file size.

**Steps Using TurnItIn/Canvas (For Major Professors and Students)**

1. Select the relevant thesis or dissertation course in Canvas.
2. Determine if the student is listed in the appropriate section; if not, this likely means that they failed to register for the required 2-hours of thesis/dissertation credits required for graduation. These hours are necessary in the semester of graduation as the Office of Graduate Studies requires an active course to assign the final 'S' grade for all of these hours taken.
3. Set up the TurnItIn, which can be done in Assignments (Tutorial).
4. Have the student upload the approved version of their thesis/dissertation. (Tutorial)
5. Once TurnItIn has analyzed the document, examine the generated report (accessible through the Grade Center) to determine if there is evidence of plagiarism. (Tutorial)
6. If there are no issues, print out the relevant summary of the report (usually the first page), attach it to the Certificate of Approval and fill out the plagiarism section on that form.
7. The Certificate of Approval should then be brought to the Office of Graduate Studies along with the relevant student survey completion forms.

If any problems arise, and you are not able to get the assignment to go through TurnItIn, please contact Matthew Cordner, Administrative Specialist via email (mailto:mcordner@usf.edu) or via phone at (813)974-2623. We will work with you to ensure professors and students are able to work through this process.

**NORC Survey of Earned Doctorates**

This step is for Doctoral students only. To complete this, you will need to sign up for the NORC Survey (https://sed.norc.org/doctorate/showRegister.do). You will receive an email from NORC – read the instructions carefully. You will need to enter the PIN and password to complete the survey.

One of the final pages of the survey is the Email Notification Screen. Once on this screen, you will be asked to enter a primary and secondary email address. For your primary, list your USF email address.
For the secondary, enter etd@grad.usf.edu. The completion email will be sent to both addresses. Please include a printout of the Completion Certificate with your Certificate of Approval in the packet you submit to the Office of Graduate Studies.

ETD Processing Fees
ETD processing fees are applied based on the cost of review. Submissions that require extensive editing or repeated review will accrue additional processing costs. Fees will be assessed at the end of the semester and will appear in OASIS as a Graduate Manuscript Processing Fee (GMPF). It is recommended that the student pay the fees as soon as possible as final transcripts and/or the diploma will not be released until all fees are paid.

Note: Fees will be assessed only to students who have completed the entire submission process.

<table>
<thead>
<tr>
<th>Fee Chart</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscripts submitted at least 2 weeks ahead of the deadline</td>
<td>$75.00</td>
</tr>
<tr>
<td>Manuscripts submitted within 2 weeks of the deadline</td>
<td>$100.00</td>
</tr>
<tr>
<td>Additional fee for manuscripts requiring major editorial comments/review</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Use of Previously Published Results/Material
All previously published work from the author of the thesis/dissertation must be disclosed if it is reproduced in the ETD. Students should consult with the USF Library on obtaining copyright approval and be familiar with the USF policies and procedures on this issue - http://guides.lib.usf.edu/copyright and http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-105.pdf.

Note: If an article or chapter is being submitted for review by a publication/journal, but has not been published by the day you turn in the committee-approved manuscript to Graduate Studies, you are not required to seek copyright permission. You may, if you like, still include a Note to Reader or footnote that it is being submitted for review, currently in review, or even accepted by the publication – as long as it has not been published.

Disclosure
If permission has been granted to use the previously published work within the ETD, it should be disclosed as either a Note to Reader as the first 2nd-order heading of the chapter where the work is utilized or as a footnote to the chapter where the work is utilized. (See example on page 11.)

Multiple Authors
If work being utilized in the ETD involves multiple authors, the ETD author must be the first author of said publication(s) and the level of work contributed by each author should be disclosed, either in the Note to Reader or footnote

Permission Documents
The documents obtained from the publisher must be included as a part of the Appendices.
Inclusion of Reprints in the Appendix

If PDF reprints of published articles are included in the Appendices, they should be placed in the last Appendix Chapter. Reprints are required to have page numbers (even if the reprints have page numbers from the original source as well) and must meet margin requirements. Please note: the inclusion of reprints will likely require copyright approval.

Use of Copyrighted Material

ETDs often include material created by others – whether it’s a figure or table, a rubric, or even portions of a previously published article. In some cases, the Fair Use Exception may allow you to include it without permission, but the distinction between fair use and copyright infringement is not clearly defined.

We strongly suggest contacting the USF library for more information and assistance on copyright and fair use - http://guides.lib.usf.edu/copyright. The USF Library is particularly helpful in determining between fair use and infringement.

In nearly all cases, you should contact the copyright holder (either the creator, or if it’s been published, the publisher) to ask for permission. Once you have the approval (email or letter), you should include a copy in the Appendix and cite the source within the manuscript body, using, if prescribed, the language that the publisher requires.

IRB/IACUC Approvals

Many ETDs focus on research studies involving human subjects and/or animal subjects. In nearly all cases, students should have worked with the Institutional Review Board (or the Institutional Animal Care and Use Committee for animal subjects) for review, determination, or exemption. You must include their determination/exemption letter within the appendix. This ensures that readers are able to see that the study was reviewed.

The Office of Graduate Studies does not oversee this process, so students should visit the Research Integrity & Compliance website: http://www.research.usf.edu/dric/default.asp for additional information
Introduction

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Ovid mi, sitecere, ipicier laut estrum nulpa doles maximus eiciasimolor sunt que volum

Portions of this chapter have been previously published in *The Oracle*, 2010, 35: 12-13, and have been reproduced with permission from Harries Publishing.
Chapter Five: ETD Formatting & General Requirements

Formatting Overview
Formatting requirements have been separated into two chapters – General Requirements and Section Specific Requirements. This chapter reviews the formatting requirements used throughout your manuscript – margins, font, line spacing, page numbering, and headings. The next chapter covers each section of the ETD, giving you the run-down on each and linking to PDF examples.

Margins
All margins should be set to 1". All sections of the manuscript have the same margin requirements.

Margins can be set in Microsoft Word using the Page Layout tab on the main menu (PC) or on the formatting palette (Mac).

![Setting Margins in Word](image)

Figure 5.1 Setting Margins in Word

Do not use the indent arrows or tabs located on the ruler to set the page margin.

Likewise, do not change the margins to indent text. If indentation is required within the body of the manuscript (i.e.: indent of quotes, paragraphs, etc.), the indent function (arrows along the top ruler) should be used.

Show/View Ruler
Be sure to enable ‘Rulers’ to see the margins and manage text indenting/wrapping. Use the rulers to confirm that the margins are correct.

In Word, Click on the ‘View’ tab and then check the Ruler in the ‘Show’ section.
Figure 5.2  Show/Hide Ruler in Word

In both Word and Pages (Mac), margins should show as grey shaded areas along the ruler (see red oval).

Font

Font Choice
Choose a single font (typeface) for use throughout your thesis/dissertation, with the exception of figures. It is recommended that you choose a common True-Type font generally found on most computers. Some good choices are:

Arial  Georgia  Times New Roman
Book Antiqua  Gill Sans  Trebuchet MS
Corbel  Goudy Old Style  Verdana
Courier New  Palatino Linotype
Garamond  Tahoma

Students using LaTeX may use Computer Modern Roman.

Font Size
For font size, please choose 10pt, 11pt, or 12pt and use one size throughout.

The only exception to this rule is in tables/figures and footnotes. In tables and figures, you may go as small as 8pt, as long as it is legible, to ensure everything fits on one page. Footnotes should be smaller than the body text, again, but no smaller than 8pt.

Font Styles
Manuscripts may contain all common font styles, such as boldface, italics, and underline. The use of the style must be consistent throughout the text.

Mathematical Formulas
The font size used in mathematical formulas, proofs, or complex calculations may be reproduced in relation to the text in the body of the document, but should be clearly legible.
Line Spacing
The majority of your paper should be double-spaced. There are sections, however, that can and/or should be single-spaced.

<table>
<thead>
<tr>
<th>Should be Double-Spaced</th>
<th>Dedication, Acknowledgments, Body of Manuscript</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should be Single-Spaced, but have Double-Spacing between elements.</td>
<td>Title Page, Table of Contents, List of Tables, List of Figures, Footnotes</td>
</tr>
<tr>
<td>Can be Single-Spaced</td>
<td>Figure Legends, Tables, Lists, Graphs, Bibliographic References, Appendices, Lists in the Appendices</td>
</tr>
</tbody>
</table>

Manual Double Spacing
For the sections that should be single-spaced, you will be adding a manual double-space in some areas by hitting the enter/return key. These extra spaces are needed in the ETD Title on the Title Page; between 1st-order headings in the Table of Contents; and between entries in the List of Tables, List of Figures, and, if desired, in your References.

![Manual Double Spacing](image)

**Figure 5.3** Manual Double Spacing

*Don’t worry if this all seems complicated – in the Section Formatting chapter ahead, we note the line spacing needed for each section.*

Justification
Text may either be left justified (allowed to wrap automatically at the right) or full justified (flush with left and right margins). Be consistent throughout your ETD.

| Button | Left Justification Button | Full Justification Button |

Page Numbering
Your thesis/dissertation is comprised of several different sections which require a distinct numbering format.

<table>
<thead>
<tr>
<th>No Page Number</th>
<th>Title Page, Dedication, Acknowledgments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowercase Roman Numerals</td>
<td>Table of Contents, List of Tables, List of Figures, Abstract</td>
</tr>
<tr>
<td>Arabic Numerals</td>
<td>Body of Text, References, Appendices</td>
</tr>
<tr>
<td>No Page Number</td>
<td>About the Author (if used – list “End Page” in Table of Contents)</td>
</tr>
</tbody>
</table>
To accomplish this, you may choose one of two options. You can insert section breaks in the document where the change in style happens, and then format the page numbers of each section. (Check to ensure the sections are not linked so that the changes in page numbers are limited to a given section.) Alternatively, you could create 3–4 separate Word documents – one for each style of page numbering. You’d then save each as a PDF and then combine PDFs using Adobe Acrobat. A tutorial on setting up page numbers in Word can be found on the Formatting section of the ETD Resource Center website.

Headings
All theses/dissertations should have multiple orders (levels) of headings. Headings help the reader navigate through the manuscript. As the orders progress, the content described within the section typically becomes more specific. Most style guides suggest a maximum of six orders.

Each order should be styled differently – be it centered or left-aligned, boldface, italic, underlined, or even indented. Different capitalization schemes can also be used to differentiate between orders. This is the reason you must be consistent in the style and position of each order of heading.

It is also required that the text used in each order of heading is listed (and matches word-for-word) in the Table of Contents.

1st-Order Headings (Chapter Headings)
All 1st-order headings (also called chapter headings or major headings) must begin on a new page, and be positioned 2" from the top edge of the page (1” below the 1” top margin).

Use the <Enter> key to space down 1” from the top margin. (Depending on the font and format, this will be between 3–4 single-spaced lines, or 2 double-spaced lines.)

2nd- to 6th-Order Headings (Sub-headings)
All other headings should follow continuously and should not begin on a new page (unless the heading is orphaned at the bottom of the previous page – then you would push it to the top of the following page – 1” below the top edge of the page). The text will automatically wrap to the correct position when typing.

Capitalization Schemes
For each order of heading, you have different options of capitalization schemes. As long as you are consistent, you are allowed to use any of these.

- **All Caps**
  All letters are capitalized.
  
  *Example:* THIS IS IN ALL CAPS

- **Title Case**
  Capitalize the first and last word of the title and all major words (lowercase articles, prepositions, and conjunctions)
  
  *Example:* This is a Title in Title-Case Capitalization

- **Sentence Case**
  Capitalize only the first word and any proper nouns.
  
  *Example:* This is a title in sentence case
1ST-ORDER HEADING

CHAPTER ONE:

2nd-Order Heading

Od mi, omni consequunt. Corera delitaspc testiasam fugit explaut fugiatio optat.

Sinisimus magnatur, se velis nost faciae sa anit eicias arisquisi simi, officiunt faciet esed milis et aut andae latio quae re, cuputatem dentem dolo vit ad quae mo id et etusapienis sunt reheniscit eaquis aceperum explit, consenist, cone parum dicaessum etur?

3rd-Order Heading

Qui beatur sed qui aperatur, conserrum qui cus acculpa volorep udipsam, nos endic tenest, si corionse quam, est, odianis maiorem hilliquam, tem voluptate nus, qui nobit latur? Ut quas dolorro odissitiis ut odipsapient lat labo. Itat faccum, aut quam nos quiarque nonsect iatiam untiam dlit qui aspelli atentis vit quas doluptur accus ea dero endio ipsa volupta quias erum seque nam, con-

4th-order heading. Ovid mi, us eiciasimolor sunt que volum renditati cor reiorem dolor autem nonsequi officii squibus pero volum quam ea aut utati dolupta tempore, iut?

5th-order heading. Tatiis comm

Page number should be 0.75" from page edge.
Chapter Six: Specific ETD Section Formatting
Title Page

About
The Title Page format is very specific, and for good reason. All of our ETDs need to have a common title page with very specific information. Even the amount of space between text is specified. But if you follow the format, you will have this mastered in no time.

Format

General Formatting
☐ Line Spacing Single-spaced
☐ Page Number No page number is included on the Title Page
☐ Alignment Each line of text is center-aligned

Title
☐ Title should start 2” from the top edge of the page.
☐ Title uses a Title Capitalization Scheme. (First Letter of Each Major Word is Capitalized)
☐ Title is double-spaced if it wraps more than one line. (One line of space between each line.)

Author
☐ “by” should not be capitalized, and there should be 3 lines of space above and below it.
☐ Student's full name is the same under the title and in the copyright.

Degree Information
☐ Type: A (thesis or dissertation) submitted in partial fulfillment (break to the next line)
☐ Type: of the requirements for the degree of (break to the next line)
☐ Degree is listed correctly and spelled out (i.e.: Doctor of Philosophy).
☐ Department is listed correctly and spelled out.
☐ Concentration (if present) is listed correctly, preceded by: with a concentration in
☐ College is listed correctly and spelled out.
☐ University of South Florida is spelled out.

Committee Information
☐ (Co-)Major Professor(s) and committee members' full names and degree credentials are listed. (i.e.: Ph.D., Ed.D.) One professor per line. (Only the [Co-]Major Professors have titles before their names. All other committee members are listed as seen in the examples listed below.)

Date of Approval
☐ Approval date is listed, formatted as Month Day, Year (this is the date the Certificate of Approval was signed by the committee).

Keywords
☐ Four-six words or phrases not used in the Title are listed, separated by commas.

Copyright
☐ Copyright and Copyright symbol is listed, followed by the year matching the year of the final submission, and the author’s name – matching the by-line above. (Ex: Copyright © 2013, Author P. Author)
This is the Title of the Thesis/Dissertation

by

Student S. Name

A [thesis or dissertation] submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy [Spell out Degree] Department of [Spell out Department] College of [Spell out College] University of South Florida

[Co-]Major Professor: Leonard Hofstadter, Ph.D.
[Co-Major Professor: Sheldon Cooper, Ph.D., Sc.D.] Raj Koothrappali, Ph.D.
Amy Farrah Fowler, Ph.D.

Date of Approval: July 5, 2013

Keywords: [Choose 4-6 keywords not currently in the title, separated by commas.]

Copyright © 2013, Student S. Name
This is the Title of the Thesis/Dissertation
It May Be More than One Line
by
Student S. Name
A [thesis or dissertation] submitted in partial fulfillment of the requirements for the degree of
Master of Public Health [Spell out Degree]
Department of [Spell out Department]
College of [Spell out College]
and
Master of Fine Arts [Spell out Degree]
Department of [Spell out Department]
College of [Spell out College]
University of South Florida
[Co-Major Professor: Leonard Hofstadter, Ph.D., Sheldon Cooper, Ph.D., Sc.D.]
Raj Koothrappali, Ph.D.
Amy Farrah Fowler, Ph.D.
Date of Approval:
July 5, 2013
Date Cert. of Approval was signed completely.
Keywords: [Choose 4-6 keywords not currently in the title, separated by commas.]
Copyright © 2013, Student S. Name
No Page Number
This is the Title of the Thesis/Dissertation
It May Be More than One Line

by

Student S. Name

A [thesis or dissertation] submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy [Spell out Degree] with a concentration in [Spell out Concentration] Department of [Spell out Department] College of [Spell out College] University of South Florida

[Co-]Major Professor: Leonard Hofstadter, Ph.D.
[Co-Major Professor: Sheldon Cooper, Ph.D., Sc.D.] Raj Koothrappali, Ph.D.
Amy Farrah Fowler, Ph.D.

Date of Approval: July 5, 2013

Keywords: [Choose 4-6 keywords not currently in the title, separated by commas.]

Copyright © 2013, Student S. Name

No Page Number
Dedication

About
The Dedication honors those who inspired or encouraged the initiation and completion of the master’s or doctoral degree. This includes, but is not limited to: spouses, parents, significant others, siblings, professors, other students, etc. The Dedication is optional – students do not need to include a dedication section in their thesis/dissertation.

Format

General Formatting
☐ Line Spacing  Double-spaced
☐ Page Number  No page number is included on the Dedication section

Content Formatting
☐ Use the same paragraph style and formatting used in the body of the manuscript.
DEDICATION

Od mi, omni consequunt. Corera delitaspic testiusam fugit explaut fugiatio optat. Sinisimus magnatur, se velis nost faciae sa anit eicias arisquisi simi, officiunt faciet esed milis et aut andae latio quae re, cupatatem dentem dolo vit ad quae mo id et etusapienis sunt reheniscit eaquis aceperum explit, consenist, cone parum dicaessum etur? Qui beatur sed qui aperatur, conserrum qui cus acculpa volore laborep udipsam, nos endic tenest, si corionse quam, est, odianis maiorem hilliquam, tem voluptate nus, qui nobit latur? Ut quas dolorro odissitii ut odipsapient lat labo. Itat faccum, aut quam nos quiatque nonsect iatiam unitiam alit qui aspelli arettis vit quas doluptur accus ea dero endio ipsa volupta quias erum seque nam, conet harchilit pos sitam, nullant omnihilit estis excex adia aspicil landelendae molore simi, elenienimin re porro blabo. Ibusandae porem aut ant, oppficlo entem quia dition rerum aut pelia nusandam dollita tesequia quam quis exceped utem quiatur senecum libus et exersperum ut ditis ut que qui beatium etum eat eture dolumendae con cume sin rerum ipiciis Dolutempor rem. Event dolectium que vellant as quia sum hariae vent et quatur rem veligen imodit delliqui ium nulparuptur?

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Acknowledgments

About
The Acknowledgment is a brief paragraph expressing recognition of and appreciation for special professional assistance extended to you by academic personnel, agencies, and institutions. The Acknowledgment(s) section is optional – students do not need to include an Acknowledgments section in their thesis/dissertation.

Format

General Formatting
☐ Line Spacing Double-spaced
☐ Page Number No page number is included on the Acknowledgments section

Header Formatting
☐ Please use the American spelling of Acknowledgments – No ‘e’ after the ‘g’.

Content Formatting
☐ Use the same paragraph style and formatting used in the body of the manuscript.
ACKNOWLEDGMENTS

Od mi, omni consequunt. Corera delituspic testiusam fugit explaut fugiatio optat. Sinisimus magnatur, se velis nost faciae sa anit eicias arisquisi simi, officiunict faciet esed milis et aut andae latio quae re, cupatetem dentem dolo vit ad quae mo id et etusapienis sunt reheniscit eaquis aceperum explit, consenist, cone parum dicaessum etur? Qui beatur sed qui aperatur, conserrum qui cus acculpa volore laborep udipsam, nos endic tenest, si corionse quam, est, odianis maiorem hilliquam, tem voluptate nus, qui nobit latur? Ut quas dolorro odissitiis ut odipsapient lat labo. Itat faccum, aut quam nos quiatque nonsect iatiam unitiam alit qui aspelli atentis vit quas doluptur accus ea dero endio ipsa volupta quias erum sequ nam, conet harchilit pos sitam, nullant omnihilit estii exces adia aspicil landelendae molore simi, elenienimin re porro blabo. Ibusandae porem aut ant, officto entem quia dition rerum aut pelia nusandam dollita tesequia quam quis exceped utem quiatur senecum libus et exersperum ut ditis ut que qui beatium etum eat eture dolumentae con cume sin rerum ipiciis dolutempor rem. Event dolectium que vellant as quia sum hariae vent et quatur rem yeligen imodit delliqui ium nulparuptur?

Ovid mi, sitecere, ipiciet laut estrum nulpa doles maximus eiciasmolor sunt que volum renditati cor teriorem dolor autem nonsequi officii squibus pero volum quam ea aut utati dolupta tempore, iur?

Tatiis comnis viderrumquas exerchilibus ant vite volorepedit fugiatiur ratumeniet aperumquam etur aliciubus.
Table of Contents

About
The Table of Contents is a mandatory and vital section of your thesis/dissertation. While Microsoft Word has some tools to assist with the creation of a TOC, the formatting settings can be extremely difficult to change, so we strongly suggest setting up your TOC from scratch. If the TOC is being set up manually, the tab stops and formatting should be set before any text is written. This way, the section will automatically format as it is written.

Setting up the Format
1. Create the “Table of Contents” heading (2” from the top of the page, styled as a 1st level heading).
2. Set page spacing to single-spaced.
3. Click on the bottom right of the Paragraph tab to open the Paragraph Settings window.
4. Click on the Tabs button at the bottom left of the window.
5. Set the first tab to 0.5” (Align LEFT; Leader NONE).
6. Set the second tab to 1.0” (Align LEFT; Leader NONE).
7. Continue adding tabs 0.5” further in for additional heading orders that your ETD contains.
8. Set a final indent to 6.5” (Align RIGHT; Leader DOTTED – if you want to have a dotted leader line).
9. Click Save on the Tabs window and then close the Paragraph settings window.
10. Click and move the right indent to 6.0” so that any long headers will wrap to the next line.

Consistency in the Format
• Major (1st-order) headings represent the main manuscript sections (or chapters).
• Use single-space spacing within the main sections (No extra lines of space between the subheadings)
• Add a line of space between the main sections/chapters (There should be an extra line of space before the next Major (1st-order) section/chapter).
• The style of the headings/subheadings in the TOC does not have to match the style used in the body. Don’t use bold, underline, or italics in the TOC.
• Multi-line headings must wrap (line break) 0.5” from the right margin.
• Use of tab leaders is optional.

Format

General Formatting
☐ Line Spacing Single-spaced (with mock double-space between chapter listings)
☐ Page Number Lowercase Roman numeral (Begin with ‘i’)

Content Formatting
☐ All headings must match verbatim (word-for-word) those used in the body of manuscript.
☐ Each order of heading should be indented 0.5” from the left to clearly show the hierarchy.
☐ Headings should not be closer than 0.5” from the right margin so they do not overcrowd the page numbers.
☐ Lines of text that wrap to more than one line: the 2nd line indents an additional 0.25” from the left margin.
☐ Each page number associated to a given heading corresponds to the correct location in the body of the manuscript.
☐ All page numbers are right-aligned with the 1” right margin.

Depending on how you choose to format your Appendices, you have two sets of option on how they are listed:

<table>
<thead>
<tr>
<th>Option A: Appendices as a Single Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ “Appendices” is listed as a 1st-order heading.</td>
</tr>
<tr>
<td>☐ All subsections of the Appendices are listed as second-level headings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option B: Appendices as Separate Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Each Appendix and its corresponding title is listed as a 1st-order heading, and there is a line of space between each entry.</td>
</tr>
</tbody>
</table>

☐ About the Author section is the last item listed in the ToC and is designated by ”End Page” instead of a page number.
TABLE OF CONTENTS

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List of Figures................................................................................................................................... iv

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    4th-order heading ....................................................................................................................... 7
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Page number should be 0.75” from page edge.

Capitalization schemes should be consistent.
You have two options when organizing your Appendices - group all appendices within a single chapter, or have each Appendix as its own chapter. You can choose either, but be sure you set up your manuscript to reflect how these are organized here.

See the Appendices Examples for more information.
# Table of Contents

List of Tables ........................................................................................................ iii

List of Figures ........................................................................................................ iv

Abstract .................................................................................................................. v

Chapter One: Introduction .................................................................................... 1
  2nd-Order Heading .............................................................................................. 1
  2nd-Order Heading .............................................................................................. 3
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    3rd-Order Heading .......................................................................................... 5
    4th-order heading ......................................................................................... 7
    4th-order heading ......................................................................................... 7
  2nd-Order Heading .............................................................................................. 9
    3rd-Order Heading ......................................................................................... 10

Chapter Two: Lengthy Headings ......................................................................... 11
  This 2nd-Order Heading Happens to Be an Extremely Long Title - In Fact, We Must
  Break the Line .5" from the Page Number, then Indent an Additional .25" .......... 13
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    4th-order heading ......................................................................................... 24
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    4th-order heading ......................................................................................... 37
  2nd-Order Heading .......................................................................................... 37
    3rd-Order Heading ......................................................................................... 39
    4th-order heading ......................................................................................... 48

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Page number should be 0.75" from page edge.
List of Tables

About
If your thesis/dissertation contains one or more tables, a List of Tables is required. The List of Tables is similar to a Table of Contents, in that it identifies all of the tables in the manuscript, along with their respective page numbers.

Setting up the Format
1. Create the “List of Tables” heading (2” from the top of the page, styled as a 1st level heading).
2. Set page spacing to single-spaced.
3. Click on the bottom right of the Paragraph tab to open the Paragraph Settings window.
4. Click on the Tabs button at the bottom left of the window.
5. Set the first tab to 0.75” (Align LEFT; Leader NONE).
6. Set a final indent to 6.5” (Align RIGHT; Leader DOTTED – if you want to have a dotted leader line).
7. Click Save on the Tabs window and then close the Paragraph settings window.
8. Click and move the right indent to 6.0” so that any long headers will wrap to the next line.

Format

General Formatting
☐ Line Spacing Single-spaced (with double-space between table listings)
☐ Page Number Lowercase Roman numeral (Continued from the Table of Contents)

Content Formatting
☐ All table captions (titles) must match verbatim (word-for-word) those used in the body of manuscript. (Include only the first sentence of each table caption.)
☐ All tables are numbered consecutively using a consistent style.
☐ Captions should not be closer than 0.5” from the right margin so they do not overcrowd the page numbers.
☐ Lines of text that wrap to more than one line: the 2nd line indents an additional 0.25” from the left margin.
☐ All page numbers associated with table captions correspond to the correct location in the body of the manuscript.
☐ All page numbers are right-aligned with the 1” right margin.
☐ Tables from the Appendices section are listed using Arabic numbers that are different from those in the body. (i.e.: Table 1A, Table 2A, or Table A1, Table A2, etc.)
# LIST OF TABLES

Table 1: Table Caption - First sentence only ........................................................................................................... 2

Table 2: Table Caption ............................................................................................................................................. 3

Table 3: When table captions are long and go over one line, we need to break the line 0.5” before the page number, then hit tab once to line up directly under the first line..............11

Table 4: When table captions are long and go over one line, we need to break the line 0.5” before the page number, then hit tab once to line up directly under the first line..............15

Table 5: Table Caption ............................................................................................................................................. 23

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# List of Tables

<table>
<thead>
<tr>
<th>Table</th>
<th>Table Caption</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Table Caption - First sentence only</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>When table captions are long and go over one line, we need to break the line 0.5” before the page number, then hit tab once to line up directly under the first line</td>
<td>3</td>
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<tr>
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<td>Table Caption</td>
<td>11</td>
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<tr>
<td>4</td>
<td>When table captions are long and go over one line, we need to break the line 0.5” before the page number, then hit tab once to line up directly under the first line</td>
<td>15</td>
</tr>
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<td>5</td>
<td>Table Caption</td>
<td>23</td>
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<td>6</td>
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<td>Table Caption</td>
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</tr>
<tr>
<td>14</td>
<td>Table Caption</td>
<td>113</td>
</tr>
</tbody>
</table>

*Page number should be 0.75” from page edge.*

*Skip 1” before 1st-Order Heading.*
List of Figures

About
If your thesis/dissertation contains one or more figures, a List of Figures is required. The List of Figures is similar to a Table of Contents, in that it identifies all of the figures, along with their page numbers.

Setting up the Format
1. Create the “List of Figures” heading (2” from the top of the page, styled as a 1st level heading).
2. Set page spacing to single-spaced.
3. Click on the bottom right of the Paragraph tab to open the Paragraph Settings window.
4. Click on the Tabs button at the bottom left of the window.
5. Set the first tab to 0.75” (Align LEFT; Leader NONE).
6. Set a final indent to 6.5” (Align RIGHT; Leader DOTTED – if you want to have a dotted leader line).
7. Click Save on the Tabs window and then close the Paragraph settings window.
8. Click and move the right indent to 6.0” so that any long headers will wrap to the next line.

Format

General Formatting
☐ Line Spacing Single-spaced (with double-space between figure listings)
☐ Page Number Lowercase Roman numeral (Continued from previous section)

Content Formatting
☐ All figure captions (titles) must match verbatim (word-for-word) those used in the body of manuscript. (Include only the first sentence of each figure caption.)
☐ All figures are numbered consecutively using a consistent style.
☐ Captions should not be closer than 0.5” from the right margin so they do not overcrowd the page numbers.
☐ Lines of text that wrap to more than one line: the 2nd line indents an additional 0.25” from the left margin.
☐ All page numbers associated with figure captions correspond to the correct location in the body of the manuscript.
☐ All page numbers are right-aligned with the 1” right margin.
☐ Figures from the Appendices section are listed using Arabic numbers that are different from those in the body. (i.e.: Figure 1A, Figure 2A, or Figure A1, Figure A2, etc.)
LIST OF FIGURES

Figure 1: Figure Caption - First sentence only ................................................................. 2
Figure 2: Figure Caption ................................................................................................. 3
Figure 3: When figure captions are long and go over one line, we need to break the line 0.5 before the page number, then hit tab once to line up directly under the first line .......... 11
Figure 4: When figure captions are long and go over one line, we need to break the line 0.5 before the page number, then hit tab once to line up directly under the first line .......... 15
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Page number should be 0.75” from page edge.

Skip 1” before 1st-Order Heading.

Skip 1 line between figures.

Line Spacing: Single-Spaced
Alignment: Left-Aligned
Abstract

About
An Abstract is a concise summary of the entire research project.

A well-written abstract should contain the following:
1. A statement of purpose (hypothesis, aim, goal)
2. Rationale for the study
3. General methods or approaches
4. Results or outcomes
5. Conclusions, significance, and implications of the work to the discipline.

Abstracts typically do not contain references.

Format

General Formatting
☐ Line Spacing Double-spaced
☐ Page Number Lowercase Roman numeral (Continued from previous section)

Content Formatting
☐ Don’t list the Dissertation/Thesis title and author on the Abstract page. This is not needed in this format.
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Main Body

About
This is the main body of your manuscript. You have more freedom with formatting here, but you need to be consistent and follow the requirements that are described below.

The Office of Graduate Studies does not specify a specific structure or organization for the main body. This includes the number of chapters, chapter organization, format of subheadings, and more. Some schools require specific style guides be used, and students should follow those guidelines, except where the Office of Graduate Studies specifies differently.

Format

General Formatting
☐ Line Spacing Double-spaced
☐ Page Number Arabic numerals (Begins at “1” on the first page after the Abstract)

Header Formatting
☐ All subheadings (of each order) are in the same style and location throughout the manuscript.

Content Formatting
☐ No isolated lines of text or subheadings at the end of pages. (Widows)
☐ No single lines of text at the end of paragraphs at the start of new pages. (Orphans)
☐ Do not leave large gaps of space (more than 1.5”) at the bottom of pages except at the ends of chapters. If a table or figure is causing the gap, use text from after it to fill in the space. You can refer to the table/figure with a note – ‘(See page ##)’.
☐ Be sure to watch for inconsistencies with spacing before and after paragraphs, headings, and the like. If it looks inconsistent, click on the bottom right of the Paragraph tab to open the Paragraph Settings window. Verify that “Spacing before” and “Spacing after” is 0, unless you are using 6pt in one of those consistently throughout the document. This tends to happen more when you copy and paste from other Word documents, since it’s also copying the formatting. Word also defaults to having a 6pt “Spacing after”, so you may want to watch for that too.
CHAPTER ONE:
INTRODUCTION

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Tables

About
A table is typically a set of facts or figures systematically displayed in columns and rows. The use of color is acceptable. Please note, if the table has been previously published or drawn from other source material, you must determine whether copyright release must be obtained. (Consult with the publisher or a USF reference librarian.)

It is important to note that the table does not need to be on the page where it is discussed in the manuscript. If the table will not fit on the page where it is first mentioned, we strongly suggest that it either be on the next page or compiled at the end of the chapter along with all the other tables from that section. Please note, if you push a table or figure to a new page, be sure you fill in excess space on the previous page with text from after the table.

Tables Presented in Landscape
Tables and Figures too wide to fit on a vertical page (without shrinking to where the text is illegible) may be placed on a landscape page.

Format

General Formatting
☐ Font Same style and size as the remainder of the manuscript.
  Size may be reduced to as low as 8pt, but must be legible.
☐ Line Spacing May be single-spaced or double-spaced

Table Caption Formatting
☐ Table caption is placed above all tables, and styled as all other table captions.
☐ First sentence of table caption matches verbatim (word-for-word) the text listed in the List of Tables.

Table Formatting
☐ All tables are numbered consecutively and typed in Arabic numerals using a consistent style.
  Option A: Sequential (Table 1, Table 2, Table 3,...) | Option B: Sequential by Chapter (Table 1.1, Table 1.2, Table 1.3, Table 2.1, Table 2.2, Table 3.1,...)
☐ Table notes are placed below the caption.
☐ All tables are inserted within the manuscript in a consistent manner (within the text, possibly on a free-standing page, or compiled at the end of each chapter).
☐ The page numbers associated with each table matches the page number listed in the List of Tables.
☐ If the table runs onto additional pages, you must insert “Table # (Continued)” at the top of each page to inform the reader the table is continuing from the previous page.
The table can appear after you first reference it. We suggest skipping a line to set the table apart from the narrative.

Table 2. Amy’s School Schedule, Fall 2010.

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*These data were provided by the student for the purposes of this study.

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Figures

About
A figure can be a graph, histogram, pie chart, drawing, image, photograph, screenshot, etc. The use of color is acceptable. All figures should be high-resolution .tif, .jpg or .png files. You should avoid the use of .pdf as this format may appear blurry when inserted into the manuscript. Please note, if the figures have been previously published or are drawn from other source material, you must determine whether copyright release must be obtained (consult with the publisher or a USF reference librarian).

It is important to note that the figure does not need to be on the page where it is discussed in the manuscript. If the figure will not fit on the page where it is first mentioned, we strongly suggest that it either be on the next page or compiled at the end of the chapter along with all the other figures from that section. Please note, if you push a figure to a new page, be sure you fill in excess space on the previous page with text from after the figure.

Figures Presented in Landscape
Tables and Figures too wide to fit on a vertical page (without shrinking to where the text is illegible) may be placed on a landscape page.

Format

General Formatting
☐ Font
   Same style and size as the remainder of the manuscript.
   Size may be reduced to as low as 8pt, but must be legible.
☐ Line Spacing
   May be single-spaced or double-spaced

Figure Caption Formatting
☑ Figure captions(titles) are placed below all figures, and styled as all other figure captions.
☐ First sentence of figure caption matches verbatim (word-for-word) the text listed in the List of Figures.

Figure Formatting
☐ All figures are numbered consecutively and typed in Arabic numerals using a consistent style.
   Option A: Sequential (Figure 1, Figure 2, Figure 3,...) | Option B: Sequential by Chapter (Figure 1.1, Figure 1.2, Figure 1.3, Figure 2.1, Figure 2.2, Figure 3.1,...)
☐ Figure notes are placed below the caption.
☐ All figures are inserted within the manuscript in a consistent manner (within the text, on a free-standing page, or compiled at the end of each chapter).
☐ The page numbers associated with each figure matches to the page number listed in the List of Figures.
☐ All Figures are high resolution. If text is included, be sure it is legible.
Figure 4. A Figure can be any number of things - graphs, pie charts, drawings, photos, scientific data, and even screenshots.*

*Information provided by the student for the purposes of this study.

Notes go below the caption.

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Notes go below the caption.
**Figures on Landscape Layout**

Line Spacing: Single- or Double-Spaced
Alignment: Left-Aligned

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**Figure 4.** A Figure can be any number of things.

---

Figures too big for portrait pages may be placed on landscape pages. Select the figure, caption, and notes. Then choose Page Setup > Margins > Orientation. Choose Landscape, then change "Apply to" to Selected text. This should change the layout only for the selected text/items.

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Page number should be 0.75" from page edge.
Footnotes

About
Footnotes can be used throughout the manuscript. They must be placed at the bottom of the page, but within the body of the page – not within the footer. Footnotes must not extend into the 1” bottom margin or disrupt the location of the page number. They can be single-spaced entirely or single spaced with a double space between each entry.

Format

General Formatting
☐ Font
Same style and size as the remainder of the manuscript.
Size may be reduced to as low as 8pt, but must be legible.
☐ Line Spacing
Single-spaced (However, you may double-space between each entry)

Footnotes Formatting
☐ Footnote numbers in the text (and in the actual footnote) should be styled as superscript – where the number appears smaller, and toward the top of the word it’s noting.
(i.e.: Line of text³)
☐ All footnotes are numbered consecutively and typed in Arabic numerals using a consistent style.
Option A: Sequential (1, 2, 3,...) | Option B: Sequential by Chapter (1.1, 1.2, 1.3, 2.1, 2.2, 3.1,...)
CHAPTER ONE: INTRODUCTION

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This is where a footnote should appear. Use Microsoft Word’s footnote function to accomplish this.

Footnotes | Example
Line Spacing: Single-Spaced
Alignment: Left-Aligned

Footnotes appear here.

Page number should be 0.75” from page edge.
Endnotes

About
Endnotes can be used throughout the manuscript. They must be placed at the end of each chapter. They can be single-spaced entirely or single-spaced with a double space between each entry.

Format

General Formatting
☐ Font
Same style and size as the remainder of the manuscript.
Size may be reduced to as low as 8pt, but must be legible.
☐ Line Spacing
Single-spaced (However, you may double-space between each entry)

Footnotes Formatting
☐ Endnote numbers in the text (and in the actual endnote section) should be styled as superscript – where the number appears smaller, and toward the top of the word it’s noting.
(i.e.: Line of text
☐ All endnotes are numbered consecutively and typed in Arabic numerals using a consistent style.
Option A: Sequential (1, 2, 3,...) | Option B: Sequential by Chapter (1.1, 1.2, 1.3, 2.1, 2.2, 3.1,...)
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Endnotes

1 This is the first note within the endnotes section of the chapter.
2 This is the second note, and others would follow.
References

About

All theses/dissertations contain references. These references provide detailed information on the published material (books, journals, websites, etc.) cited within the manuscript. Your reference style will be specified by the style guide or journal style being used by your discipline and should be consistent throughout the manuscript.

The most common ways to list references include:

1. References for the entire manuscript are listed in a separate chapter as a main section. (This is typically the last chapter before the Appendices.)
2. References are listed as the last subsection of a chapter. (The references section will be a 2nd-order heading and will follow the text of the previous sections. It will not begin at the top of a new page.)

Format

General Formatting
☐ Line Spacing May be single-spaced or double-spaced

Reference Formatting (As a Major Section)
☐ References (1st-order) heading is spaced 2” from the top of the page.
☐ The style and location of the References heading matches those of all other 1st-order headings.
☐ Continuation pages are flush with the top 1” page margin.
☐ References are listed in one consistent style.
☐ The page numbers are typed in Arabic numerals and numbered consecutively from the body of the manuscript.

Reference Formatting (As a Subsection of a Chapter)
☐ Heading formatted as other secondary (2nd level) headers.
☐ Section does not begin at the top of a page unless the previous section ends at the bottom of the previous page.
☐ Continuation pages are flush with the top 1” margin.
☐ References are listed in one consistent style.
☐ The page numbers are typed in Arabic numerals and numbered consecutively from the body of the manuscript. The location of the page number is the same as others throughout the document.
REFERENCES


Never break a citation over 2 pages. Push to next page.

Page number should be 0.75" from page edge.
References | Continuing Pages

Line Spacing: Single- or Double-Spaced
Alignment: Left-Aligned


References as a Subsection of a Chapter
Line Spacing: Single- or Double-Spaced
Alignment: Left-Aligned

References


Appendices

About
The Appendix is intended for supplementary, informational, and/or illustrative material that is too lengthy for inclusion in the text. The material within the appendix does not have to meet the double spacing and font requirements, but must be formatted within the 1” margins.

Each appendix subsection or appendix chapter (depending on how you choose to structure) must be listed using numbers or letters in a consistent style, such as:

- Appendix I, Appendix II, Appendix III
- Appendix 1, Appendix 2, Appendix 3
- Appendix A, Appendix B, Appendix C

Please note, each appendix chapter or subsection must have a title, and must be listed in the Table of Contents.

Format

General Formatting
☐ Line Spacing May be single-spaced or double-spaced

Appendices Formatting (Appendix as One Chapter Format)
☐ If used, Appendices (1st-order) heading is spaced 2” from the top of the page on the Appendices title page, in the same style as other major headings.
☐ If the Appendices are a single chapter, the Appendix subsections headings are indented just as other 2nd level headings in the Table of Contents
☐ The Appendix subsections headings are flush with the 1” top margin in the same style and location as other 2nd level headings.
☐ On the continuation pages, the Appendix headings are flush with the top margin, formatted as follows: Appendix I (Continued) (Not required, but some students choose to have this)
☐ Appendices sections are numbered using ARABIC NUMERALS (99, 100, 101 etc.) and numbered consecutively from the body of the manuscript.
☐ Reprints of published articles are compiled within the last Appendix chapter and do not need to be numbered.

Appendices Formatting (Appendices as Multiple Chapters Format)
☐ If all of the Appendix sections are styled as independent chapters, there will be no Appendices title page.
☐ All Appendix sections are 1st-order headings and will be located 2” from the top of the page on the Appendices title page in the same style as other 1st-order headings.
☐ Pages are numbered using ARABIC NUMERALS (99, 100, 101 etc.) and numbered consecutively from the body of the manuscript.
☐ Published manuscripts are compiled within the last Appendix chapter and do not need to have page numbers.
Appendix A: Title

Table A1. Amy’s School Schedule, Fall 2010.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am - 10:45am</td>
<td>English</td>
<td>Social Studies</td>
<td>Science</td>
<td>Study Hall</td>
</tr>
<tr>
<td>11:00am - 1:45pm</td>
<td>Math</td>
<td>Geology</td>
<td>Music</td>
<td>Art</td>
</tr>
<tr>
<td>2:00pm - 4:45pm</td>
<td>Psychology</td>
<td>Gym</td>
<td>Aerobics</td>
<td>Weight Lifting</td>
</tr>
<tr>
<td>5:00pm - 7:45pm</td>
<td>Theatre</td>
<td></td>
<td>Theatre</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A:

TITLE


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About the Author

About
About the Author is a brief biographical sketch written in the 3rd person. It generally contains the author’s full name, educational background, professional achievements, and important events (i.e.: military service, travel, awards, recognition, etc.). Please note, this section cannot be longer than a page and does not have a page number.

Deleting a Page Number on the Last Page
1. Insert a section break at the end of the previous page.
2. Open the footer in the About the Author page and select the page number.
3. De-select “Link to Previous” in the Header/Footer menu.
4. Select the page number and hit the <Delete> key.
5. Check to see that all previous page numbers are still there – if they aren’t, use your “Undo” button on the ribbon to undo what you just did.

Format
General Formatting
☐ Line Spacing Double-spaced
☐ Page Number No page number used on the page, list as “END PAGE” in the ToC

About the Author Formatting
☐ About the Author cannot be longer than one page.
About the Author (Optional)

Ovid mi, omni consequunt. Corera delitaspic testiusam fugit explaut fugiatio optat.

Od mi, sitecere, ipiciet laut estrum nulpa doles maximus eiciasimolor sunt que volum renditati cor reirorem dolor autem nonsequi officii squibus pero volum quam ea aut utati dolupta

No Page Number